



# Chicago Metropolitan Agency for Planning

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[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## FOR PARENT(S)/GUARDIAN(S) **Attendance Policies & Communicating with Staff**

Future Leaders in Planning (FLIP) is a volunteer opportunity for regional high school students to engage in and learn about planning issues in our region. We recognize that many participants will be traveling to and from home alone and want to ensure parents and staff members maintain excellent communication throughout the duration of the program.

For this reason, FLIP staff members have established the communication protocol below.

Please contact

Marisa Prasse (909-896-9493 or [mprasse@cmap.illinois.gov](mailto:mprasse@cmap.illinois.gov)) or  
Katanya Raby-Henry (773-297-8482 or [khenry@cmap.illinois.gov](mailto:khenry@cmap.illinois.gov))  
for the following situations:

- If your child will be **unable to attend** a session.
- If your child needs to **arrive late** or **leave early** to/from a session, please let CMAP staff know as soon as possible. This is especially important if we are on a field visit and will not be at the CMAP office. FLIP staff members will do their best to provide a safe way for your child to join the group if s/he is late or needs to leave early.
- **If you need to talk to your child during any session.** We are asking students to turn their cell phones off during the sessions so please contact CMAP staff in the event of an emergency to immediately contact your child.

Please note CMAP staff will contact parent(s)/guardian(s) if a student does not show up for a session originating at the Willis Tower (233 South Wacker Drive, Suite 800, Willis Tower). **Phone calls will be made if a participant does not arrive to each session by 10:10 am.** Please note: The CMAP office will be open from 8:30 am to 5:00 pm each session day.

For this reason, please be sure to provide the best number to reach you on the Emergency Contact Form. In addition, FLIP staff members should have your child's cell phone number for such instances.